



**NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell Air Force Base, Alabama 36112-6332**

17 November 2006

MEMORANDUM FOR: CAP REGION COMMANDERS
CAP WING COMMANDERS
CAP LOGISTICS OFFICERS
CAP COMMUNICATIONS OFFICERS

FROM: CAP/CC

SUBJECT: New Timelines for Property Disposal and Recordkeeping

1. The purpose of this policy change is to better implement the property requirements of the DoD Grants and Agreements Regulations by establishing completion deadlines for turning in property and updating property management records.
2. With immediate effect, this policy change affects the following CAP regulations:
 - CAPR 67-1, *CAP Property Regulation*
 - CAPR 67-4, *Acquiring, Reporting and Disposing of Corporate Aircraft*
 - CAPR 77-1, *Operation and Maintenance of CAP Vehicles*
 - CAPR 100-2, *Communications Equipment Management*
3. Logistics/Communications Officers are to dispose of property acquired with Federally-appropriated funds in accordance with CAP-USAF's disposition instructions. Within 30 days of receipt of CAP-USAF instructions to turn in property, units must deliver the items to the receiving DRMO. After turn-in, a copy of completed Transfer of Property Accountability forms (DD Form 1348-1A) must be forwarded to NHQ/LG. For communication equipment, forward documentation to the NTC if the property's acquisition cost was greater than \$2,000. If the communication equipment acquisition cost was less than \$2,000, please forward the turn-in documentation to the wing/region DC. In all cases documentation of turn-in must be forwarded immediately so that the property status may be accurately reflected in CATS or CEMS, the CAP property databases.
4. If you have any questions regarding this policy change, contact KC Jones at kjones@cap.gov or 334.953.2945.

<<signed>>
ANTONIO J. PINEDA
Major General, CAP
Commander

cc:
CAP-USAF/LG
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CAP/NTC